

8.30: Application Procedures for Opening a Food Service Establishment

What steps should I take to obtain my permits for a food service establishment?

1. Planning Board - A permit from the Planning Board may be necessary to operate your new establishment. To find out what the Planning Board requires, please contact Debbie Paiva, Planning Secretary. Her office is located within the Board of Health office. The Planning Office's phone number is (508) 748-3517.
2. Building Department - Your new establishment may need Building Permits, Electrical Permits, and Plumbing Permits. Richard Marx, Building Commissioner, can help you with the Building Department requirements. The Building Department's phone number is (508) 748-3555.
3. Attached Permit Applications - Please fill out the application and return it along with the appropriate fee.
4. Floor Plans - Shall be submitted for review. These plans shall include a detailed layout of the establishment, including all equipment specifications, floor, wall and ceiling construction, storage and bathroom facilities. A handout entitled, *Highlight of 105 CMR 590.000, Minimum Standards for Food Establishments*, can help you with requirements for construction of commercial kitchens.
5. Plans shall be reviewed within a reasonable time frame. If additional information is necessary, the applicant will be notified.
6. Upon approval of the floor plan, the Board of Health shall conduct frequent inspections during the construction phase of the project. When renovations have been completed and the establishment is compliant with all of the construction requirements, then permits shall be granted for the establishment to open.
7. If you are interested in more detailed information about *105 CMR 590.000 Minimum Standards for Food Establishments, Retail Food Requirements*, please reference this material on the Town's website, www.townofmarion.gov. (Please click on Town Departments, then Board of Health. On the Board of Health web page, click on Food Related Links to Mass Health Topic Index. - Click on Food Protection, then go to Regulations). [July 1, 2009]